



## Jammu & Kashmir Trade Promotion Organization

Industries & Commerce Department, Govt of J&K.

6<sup>th</sup> Floor, JLN Udyog Bhawan, Jammu / 3<sup>rd</sup> Floor, Sanat Ghar, Bemina, Srinagar

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**Subject: Work Distribution.**

**Reference: This office order no. JKTPO/61/20 dated 28-06-2023.**

**Office Order No:** JKTPO/J/61/57

**Dated:** 23/08/2024

In supersession of all previous orders issued on the subject, the following work allocation is hereby ordered amongst the officers/officials/executives:

S. No	Name of the Officer/Official	Designation	Looking After All kind of works related to	Station/ Jurisdiction
1.	Mr. Imran Mehmood	Financial Advisor & Chief Accounts Officer	<ul style="list-style-type: none"><li>- Accounts/Finance Section</li><li>- Contracts/Tenders/RFPs</li><li>- Administration Section</li><li>- Audit &amp; Inspection</li><li>- RAMP</li><li>- All Financial Matters</li></ul>	Jammu/ Srinagar
2.	Mr. Shahid Mirza	General Manager	<ul style="list-style-type: none"><li>- Trade Promotion</li><li>- Export Promotion/ District as Export Hub/ ODOP (Kashmir Division)</li><li>- Branding and Publicity</li><li>- Documentation &amp; Reports</li></ul>	Srinagar
3.	Mr. Sourabh Sharma	General Manager	<ul style="list-style-type: none"><li>- Administration Section</li><li>- Board of Directors Meeting and Annual General Meeting</li><li>- E – Commerce Investment Promotion</li><li>- Coordination and General/ Miscellaneous works</li><li>- Investment Promotion</li><li>- Hausla</li><li>- Startup Promotion</li></ul>	Jammu/ Srinagar
4.	Mr. Vishal Ray.	Faculty	<ul style="list-style-type: none"><li>- Export Promotion/ODOP/District as Export Hub (Jammu Division)</li><li>- Knowledge Partner-MPRs/ Scope of Work/ Meetings of PMC.</li><li>- RAMP</li></ul>	Jammu
5	Mr. Ajaz Ul Rehman	Functional Manager	<ul style="list-style-type: none"><li>- Hasula Trainings</li><li>- Knowledge Partner MPRs/ Scope of Work/ PMC Meetings</li><li>- District as Export Hub</li><li>- ODOP</li></ul>	Reasi/ Poonch
6	Mr. Tarun Sudan	Assistant Director, H&H	<ul style="list-style-type: none"><li>- Investment Promotion</li><li>- Hasula Trainings</li><li>- District as Export Hub</li><li>- ODOP</li></ul>	Ramban/ Doda/ Kishtwar


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			<ul style="list-style-type: none"> <li>- BoD Meetings</li> <li>- Documentation and Reports</li> <li>- E-Commerce</li> </ul>	
7	Dr. Abhinandan Magotra	Assistant Director, H&H	<ul style="list-style-type: none"> <li>- Trade Promotion</li> <li>- Hasula Trainings</li> <li>- District as Export Hub</li> <li>- ODOP</li> <li>- Coordinating General Work/ Miscellaneous Work</li> <li>- E-Commerce</li> </ul>	Rajouri/ Jammu
8.	Mr. Ujwal Singh Sambyal	Assistant Director, H&H	<ul style="list-style-type: none"> <li>- Startup Promotion</li> <li>- Hasula Trainings</li> <li>- District as Export Hub</li> <li>- ODOP</li> <li>- E-Commerce</li> <li>- Procurement through GeM Portal</li> </ul>	Udhampur/ Samba/ Kathua
9.	Mr. Dawood Rasool Wani	Computer Engineer	<ul style="list-style-type: none"> <li>- Trade Promotion (Kashmir)</li> <li>- Investment Promotion (Kashmir)</li> <li>- Overall responsibility for IT operations in the organization</li> <li>- RTI</li> <li>- Contracts/Tenders/RFPs</li> </ul>	Srinagar
10.	Mr. Aditya Chuni	Manager	<ul style="list-style-type: none"> <li>- Trade Promotion (Jammu)</li> <li>- Investment Promotion (Jammu)</li> <li>- E Commerce (Jammu)</li> <li>- Hausla</li> </ul>	Jammu
11	Mr. Rouf Jan	Junior Engineer (Chemical)	<ul style="list-style-type: none"> <li>- Trade Promotion (Kashmir)</li> <li>- E Commerce (Kashmir)</li> <li>- Social Media Handles of the Organization</li> <li>- Regular Correspondences (Kashmir)</li> <li>- RTI (Administration)</li> </ul>	Srinagar
12	Mr. Bashir Ahmad Ganai	Clerk	<ul style="list-style-type: none"> <li>- Dispatch/Dak Runner (Kashmir)</li> <li>- Record/Stock Keeper (Kashmir)</li> <li>- Leave Record and Attendance (Kashmir)</li> </ul>	Srinagar
13	Mr. Shashi Kumar	Office Assistant	<ul style="list-style-type: none"> <li>- Accounts/Finance Section</li> <li>- Audit &amp; Inspection</li> <li>- Financial Record Maintenance</li> </ul>	Jammu
14	Mr. Amit Gupta	Office Attendant	<ul style="list-style-type: none"> <li>- Dispatch/Dak Runner (Jammu)</li> <li>- Record/Stock Keeper (Jammu)</li> <li>- Leave Record and Attendance (Jammu)</li> </ul>	Jammu

*A. S. Srinagar*

15	Mr. Avi Gupta	MBA Executive, NICSI Resource	<ul style="list-style-type: none"> <li>- Export Promotion</li> <li>- ODOP</li> <li>- District as Export Hub</li> <li>- Official Website of the organization</li> </ul>	Jammu
16	Ms. Gunjika Gandotra	MBA Executive, NICSI Resource	<ul style="list-style-type: none"> <li>- Investment Promotion (Jammu)</li> <li>- EY deliverables/MPRs/ Scope of Work/ Meetings of PMC.</li> <li>- Hausla</li> </ul>	Jammu
17	Mr. Udit Bhatyal	MBA Executive, NICSI Resource	<ul style="list-style-type: none"> <li>- Accounts/Finance Section</li> <li>- Assistance to FA/CAO</li> <li>- Audit &amp; Inspection</li> <li>- Board Meetings and Annual General Meetings</li> <li>- Contracts/Tenders/RFPs</li> <li>- Coordination &amp; General Matters</li> </ul>	Jammu
18	Ms. Radhika Gandotra	MBA Executive, NICSI Resource	<ul style="list-style-type: none"> <li>- Trade Promotion (Jammu)</li> <li>- Handling of official E mail (Jammu)</li> <li>- Start Up Promotion</li> <li>- Social Media Handles of the organization</li> <li>- Documentation &amp; Reports</li> </ul>	Jammu
19	Ms Misba Nissar	MBA Executive, NICSI Resource	<ul style="list-style-type: none"> <li>- Investment Promotion (Kashmir)</li> <li>- Handling of official E mail (Kashmir)</li> <li>- Hausla</li> <li>- EY deliverables/MPRs/ Scope of Work/ Meetings of PMC.</li> </ul>	Srinagar
20	Mr. Muzaffar Dar	Office Executive NICSI Resource	<ul style="list-style-type: none"> <li>- Accounts/Finance Section and Assistance to FA/CAO (Kashmir)</li> <li>- Documentation &amp; Reports</li> <li>- E-Commerce</li> <li>- Administration Section</li> <li>- Regular Correspondence</li> </ul>	Srinagar

**This issue with the approval of Competent Authority.**

  
**Imran Mehmood** 23/08/2024  
**Financial Advisor/Chief Accounts Officer**  
**JKTPO**

**Copy to:**

1. All concerned officers/officials/executives for compliance.
2. Office file.